



Signature Programs

Teen Intern Program

Thanks for your interest in the Teen Intern Program. This will be a great opportunity for you to:

- explore your personal and career interests
- enhance your resume
- gain relevant hands on work experience
- develop your leadership skills
- earn community service/service learning hours for school
- meet some new friends
- help your community
- Earn \$100

PLEASE NOTE: Before you submit a completed application, please read all the information below and make sure that this is a good fit for your interests, your schedule, and your access to transportation.

OVERVIEW

- The Teen Intern Program is an intensive two-part program that requires your full participation and commitment.
- The first 5 weeks includes workshops every Tuesday and Thursday from 4:00 pm to 6:00 pm. Some Saturday meetings for community service projects may occur.
- Workshop topics may include life skill and job preparedness, leadership development, team building, financial literacy, college applications, internship- specific training, and field trips to businesses and colleges. The first 5 weeks are to prepare you for your internship as well as provide you with some tools that will be useful for future employment.
- 60 hours of intern service and full participation in all workshops are mandatory to be eligible for 20 Community Service/Learning Hours and the \$100 stipend.

The second seven weeks you will be placed at a non-profit or community based organization. Intern placements will be designated by matching your interests, skills, and position requirements. You may be asked to assist with a variety of administrative tasks, such as: answering phones, filing, creating documents, data entry, etc. Opportunities for direct service are also available and could include: food service/ preparation, on- site project restoration, assisting staff in special events or programs, etc. Your internship schedule is developed in close collaboration with your site supervisor and can be tailored to include weekends as well.

EXPECTATIONS

Teen interns will be self-motivated, punctual, enthusiastic, open-minded and willing to work with others. We expect interns will work safely, think positively, and put forth his/her best effort. You will be part of a non-profit or community based organization with a specific mission and it's important that you understand that you are part of a team to accomplish a common goal. It is absolutely imperative that you represent yourself and the organization that you are interning with in the most professional manner possible.

Attendance is mandatory at all trainings and workshops. Anyone who misses a workshop without prior notice forfeits his/her position. Two excused absences (providing prior notice) will also result in forfeiting the position. If for some reason an intern is running late or absent from a scheduled day at his/her site, it is required that the intern contact their site supervisor first or the Teen Intern Program Coordinator, Melissa Haddock, as soon as possible. Any notifications after the missed or late date will not be accepted and will result in the intern forfeiting their position. Any arrangements for making up missed hours will be made between the site supervisor and the intern. **IF YOU THINK YOU WILL MISS MORE THAN 2 WORKSHOPS OR TRAININGS BECAUSE OF SPORTS OR OTHER ACTIVITIES, PLEASE DO NOT APPLY FOR THIS PROGRAM.**

SCHEDULE

The program will begin on Tuesday, January 31, and will end on Friday, May 4.

Tuesdays and Thursdays 4:00 pm to 6:00 pm: 01/31, 2/2, 2/7, 2/9, 2/14, 2/16, 2/28, 3/1, 3/6, 3/8

Internship: The internship starting date will vary for each site but will begin the week March 12th and will end Friday, May 4th.

PLEASE NOTE

These dates are subject to change. A minimum of one week notice will be given if any changes are made. Some Saturday dates may be required for community service projects. Dates have not been confirmed as of yet, but a monthly schedule for Saturday meetings will be made available to participants.

TRANSPORTATION

You are responsible for transportation to and from the meetings as well as project sites. Directions as well as bus route information will be made available to participants upon request. If you have transportation issues please let the project coordinator know, arrangements *may* be able to be made.

HOW TO APPLY

Please complete the attached application and include a copy of your resume and letter of interest. Please make sure to complete all sections of the application before mailing it in. Space is limited so there is no guarantee that an application, even if complete, will result in acceptance to the program.

Application deadline is: Tuesday, January 17, 2012

Please send to:

Seattle Parks and Recreation
Attention: Melissa Haddock
Miller Community Center Annex: 301 20th Ave E
Seattle, WA 98112
Fax #: 206-684-9274

If you have any questions, please feel free to contact Melissa Haddock, Seattle Parks and Recreation at (206) 684-4575 or at melissa.haddock@seattle.gov

Thanks again for your interest in the Teen Intern Program. We look forward to receiving your application, resume, and letter of interest!



Teen Intern Program Application Packet

Please complete ALL sections of the application as directed. Only fully completed applications accompanied by a resume and letter of interest will be accepted.

APPLICATIONS DUE: Tuesday, January 17, 2012

Please fill out the following section

Name: _____
First Last Middle Initial

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Alternate Phone: (_____) _____

Email Address: _____ Male ☐ Female ☐

School: _____ Age: _____ Grade: _____

Please answer the following questions on a separate piece of paper

- 1) Why do you want to apply for the Seattle Department of Parks and Recreation Teen Intern Program?
- 2) What types of non-profit or community based organizations would you like to work with?
- 3) What are your future career and academic goals?
- 4) What skills or talents (computer savvy, strong communication skills, artistic, etc.) do you have that you think would be helpful to a non-profit or community based organization?
- 5) List three reasons why you should be accepted into the program.

This section is optional and will not affect your eligibility for the program

- 6) Do you have any disabilities? Yes ☐ No ☐
- 7) Do you qualify for free or reduced lunch? Yes ☐ No ☐
- 8) Are you an immigrant or refugee? Yes ☐ No ☐
- 9) What race would you describe yourself as (White, Black or African American, American Indian/Alaskan Native, Native Hawaiian & Other Pacific Islander, Asian, Other, Hispanic/Latino)?

Please complete the following section

By signing below you are stating that you have read all enclosed materials concerning the Seattle Department of Parks and Recreation, Teen Intern Program and that all statements you have made in the application, resume, and letter of interest are true to the best of your knowledge.

Signature of Applicant: _____

Printed Name of Applicant: _____

Parental or Guardian Approval for Applicants Under the age of 18 Years of Age

We have read and understand the enclosed materials that describe the Seattle Department of Parks and Recreation, Teen Intern Program. We have discussed the Teen Intern Program with our son/daughter and understand the expectations of the program and authorize him/her to apply for and participate.

Signature of Parent/Guardian: _____

Printed Name of Parent: _____